



Memorandum

To: Mayor Nelson and Members of the City Council
From: Wanda Brown, Accounting Clerk/Special Projects Coordinator
Date: July 12, 2021
Subject: Postage Machine

I am requesting the Council's permission to purchase a Postage Machine. At the current time postage is done through Stamps.com and the program utilizes my computer system, so that when I am not in the office other staff need to access my system to run postage. Having multiple people accessing my system does cause some issues, when I return to the office. The last couple of times I have been out of the office, as well as my backup, we have had to run postage prior to leaving. Without knowing how much postage will be needed it sometimes leaves staff short and we get calls asking how to run the system.

One issue we have encountered is weighing and running postage for large packages. Stamps.com has made it difficult with their new rules for this to happen, unless the package is a media package.

A postage machine would allow one person from each department to run the needed stamps with the correct access code, if I or my backup is out of the office, which does happen occasionally.

Attached are the companies that submitted proposals. The Maintenance Agreement price will stay in effect for five (5) years before an increase would be requested. The cost of the meter includes the accounting package we need to track how much postage each department uses for the month. The cost of the meter may change yearly based on the post office. The meter will automatically update any changes the post office may make for postage.

Based on the bids we received I am recommending that we purchase the system from Pitney Bowes.

Thank you

Features	MEVCO	Pitney Bowes	Quadient
Postage Machine Purchase	\$6950.00 - \$600.00 (Gov. Discount) = \$6350.00	\$3,279.32	\$3,769.00
Model	Vision A5	SendPro C	IX5AF
Feeding Capability	Automatic Feeder	Automatic Feeder	Automatic Feeder
Maintenance Agreement	\$395.00 Yearly for 5 yrs. \$395.00/yr. x 5 yrs. = \$1,975.00	\$368.12 Yearly (First Year Free) \$368.12/yr. x 4 yrs. = \$1,472.48	\$744.00 Yearly (First Year Free) \$744.00/yr. x 4 yrs. = \$2,976.00
Meter Rental/Month Meter Rental Includes Accounting Package	\$52.00 x 12 months = \$624.00 \$624/yr. x 5 yrs. = \$3,120.00	\$44.84 x 12 months = \$358.08 \$538.08/yr. x 5 yrs. = \$2,690.00	\$65.00 x 12 months = \$780.00 \$780.00/yr. x 5 yrs. = \$3,900
Account Tracking	Yes	Yes	Yes
Scale Weight	10 lb. Weighing Platform	10 lb. Weighing Platform	10 lb. Weighing Platform
Supplies	Ink High Yield \$189.95 Labels Single Box - \$15.95 Box of 2 - \$25.00 Sealing Solution \$15/gallon	Ink High Yield \$159.99 Labels Single Box - \$79.99 Sealing Solution \$89.99 (4 Pint Bottles)	